

Developmental Disabilities Council  
Reading Cover Page

Date: November 18, 2005

Meeting: Full Council

Reading Number: 05-09

**Issue:** Guidelines for Selecting Council  
Members to Attend Conferences/Training

Included in this reading: Draft Guidelines

Background/Summary:

The Governance Committee has drafted some guidelines to assist in selecting Council members and approving their travel to conferences and workshops.

These guidelines will be especially useful when two or more members request attendance at the same workshop or conference. They will also help prioritize

requests when the Council's travel budget is tight.

Action: Please review and prepare for a vote at the Council meeting.

If you have questions, please contact Suzanne Gries or Ed Holen.

## **Guidelines for Selecting Council Members To Attend Conferences/Trainings**

### **DRAFT 2: September 15, 2005**

On going education and knowledge/skills development in areas pertaining to the field of developmental disabilities is essential to effective participation as a member of the Developmental Disabilities Council. Attending conferences and workshops are one way to gain knowledge and education.

Information about upcoming conferences/trainings will be mailed and emailed to members. Members who are interested in attending a specific conference/training will need to submit, in writing, the Conference/Training Attendance Request form to the Council Office at least **two months** before the event. Members needing help filling out the form may request staff or support personnel to assist them.

Agency representatives serving on the Council will ordinarily apply for funding to attend conferences and training through their own agency.

Because funding is limited, the decisions to send members to conferences/trainings will be made on a case-by-case basis. The following criteria will aid in the selection:

1. Participation in the conference/training is of benefit to the member and the Council.
2. Purpose of the conference/training is consistent with the values, mission, goals and objectives of the Council's State Plan and the federal Developmental Disabilities Act.
3. Funding to cover the costs for registration, fees, travel, etc. is in the Council's budget.
4. Conference/training topics are consistent with those areas identified in the member's current Individual Development Plan (IDP).
5. First consideration will be given to members who have not attended before.

Efforts will be made to provide opportunities to all members over the length of their term(s) on the Council.

Decisions about who will attend will be made after all requests for a given conference have been submitted. The Executive Director will make the final decision and let people know his decision at least four weeks before the event.

DRAFT form

### **Conference/Training Attendance Request Form**

\_\_\_\_\_  
Name of the Conference/Training

\_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Conference/Training Location

Estimated cost of attending:

Describe how attending this event will benefit you and the Council?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What topic/area of interest in your current Individual Developmental Plan does this conference relate?

\_\_\_\_\_  
Member's Name

\_\_\_\_\_  
Today's date